

UNITED STATES GOVERNMENT

SECRET

Memorandum

TO : Chief, Records Management Staff DATE: 20 June 1968
Attn :
FROM : Chief, Audit Staff

25X1

SUBJECT: Revised Records Control Schedule for Audit Staff

Attached is an Audit Staff Records Control Schedule
which has been revised to amplify Schedule No. 33-65
approved 28 April 1965.



25X1

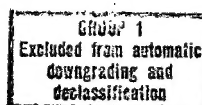
Chief, Audit Staff

Attachment

Distribution:
Orig. & 2 - Addressee

MORI/CDF Pages 1 - 7

SECRET



SECRET

RECORDS MANAGEMENT PROGRAM

**RECORDS CONTROL SCHEDULE
FOR THE**

AUDIT STAFF



SECRET

33-68

OFFICE, DIVISION, BRANCH		SIGNATURE		25X1
Audit Staff		Chief, Audit Staff		20 JUN 1968
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	25X1	
1	<p>SUBJECT FILE</p> <p>Consists of correspondence, reports and related forms pertaining to the administration, operation and organization of the Audit Staff.</p> <p>a. Records documenting organization, management and policy in operations of the Audit Staff, 1947 to date. This includes dispatch and correspondence files between Headquarters and field.</p> <p>b. Records relating to the administration of the housekeeping functions such as finance, personnel, security and training.</p>		<p>APPROVED</p> <p>CIA Records Administration Officer</p> <p>25 June 1968 Date</p>	

SECRET

ITEM NO.	FILE IDENTIFICATION	DISPOSITION INSTRUCTIONS
	<p>c. Chrono correspondence and report files.</p> <p>d. Cable files.</p>	<p>Temporary. Retain for two years, then destroy.</p> <p>Temporary. Retain for two years, then destroy.</p>
2	<p>AUDIT REPORT FILES</p> <p>Consists of audit reports and related correspondence applicable to audits of Headquarters components, projects, stations, bases, and miscellaneous activities of the Agency, [] [] 1951 to date.</p>	<p>Permanent. Disposal not authorized. Retire to Records Center when inactive (Retirement requires concurrence of Chief or Deputy Chief, Audit Staff.)</p> <p>25X1</p> <p>25X1</p>
3	<p>PUBLIC ACCOUNTANTS' AUDIT REPORT FILES</p> <p>Consists of true name audit reports issued by public accounting firms covering audits of Agency projects and other activities, []</p>	<p>Permanent. Disposal not authorized. Retire to Records Center when five years old or when no longer active. (Retirement requires concurrence of Chief or Deputy Chief, Audit Staff.)</p> <p>25X1</p>

ITEM NO.

Approved For Release 2006/07/18 : CIA-RDP78-00487A000100020001-0

SECRET

4

WORK PAPER FILES

Consists of detailed work papers produced in connection with audits of Headquarters components, projects, stations, bases, and miscellaneous activities of the Agency.

Temporary. Maintain work papers covering last two audits and destroy prior work papers. Retain work papers relating to terminated activities for two years after cut-off date of last audit, then destroy. (Do not destroy any work papers relating to uncleared audit matters.)

5

LIBRARY MATERIAL

Bound volumes of reference material consisting of Comptroller General's Decisions, Accounting and auditing text books, dictionaries, etc.

Temporary. Disposal not authorized. Return to Library when no longer needed.

6

REFERENCE PUBLICATIONS FILES

Consists of Agency regulations, notices, handbooks, allotment codes, station codes, etc.

Temporary. Retain rescinded or superseded material for two years, then destroy.

SECRET

ITEM NO.	FILES IDENTIFICATION Approved For Release 2006/07/18 : CIA-RDP78-00487A000100020001-0	DISPOSITION INSTRUCTIONS
7	<p>MAIL CONTROL LOGS AND DOCUMENT RECEIPTS</p> <p>a. <u>Top Secret Log</u></p> <p>b. <u>Top Secret Cover Sheets</u></p> <p>c. <u>Secret and Below Log</u></p> <p>d. <u>Classified Document Receipts</u></p> <p>e. <u>Courier Receipts Including</u> <u>Top Secret</u></p>	<p>Destroy ten years after documents are downgraded, transferred to Records Center, destroyed, or sent outside control point.</p> <p>Destroy ten years after document has been downgraded, destroyed, or sent outside Agency.</p> <p>Destroy after one year.</p> <p>Destroy after two years.</p> <p>Destroy after three months.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8	<p>MACHINE LISTINGS</p> <p>Statement of Advance Accounts, Alpha Listing, Expense Listing by FAN Number and Object Class. Used by auditors in connection with their day to day work.</p>	2	<p>Temporary. Retain current listing only. Destroy previous listing upon receipt of current one.</p> <p><i>(non-record)</i></p> <div data-bbox="1101 1171 1466 1266" style="border: 1px solid black; height: 45px; margin: 10px 0;"></div> <p style="text-align: right;">25X1</p> <p style="text-align: right;"><i>audit staff Records Management officer</i></p> <p style="text-align: right;"><i>July 21, 1970</i></p> <div data-bbox="1003 1549 1320 1717" style="border: 1px solid black; height: 80px; margin: 10px 0;"></div> <p style="text-align: right;">25X1</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div data-bbox="906 1665 1352 1738"> <p>APPROVED</p> <p>CIA Records Administration Officer</p> </div> <div data-bbox="1360 1644 1547 1728"> <p><i>21 July 1970</i></p> <p>Date</p> </div> </div>

Approved For Release 2006/07/18 : CIA-RDP78-00487A000100020001-0

SECRET

SECRET

Approved For Release 2006/07/18 : CIA-RDP78-00487A000100020001-0